



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Office of Utility Consumer Counselor		BU: No
Division: Resource Planning and Communications	Section/District:	
Job Title: OUCC - Energy Research Intern		Job Code: N/A
Working Title (if different from above): Same		
Reports To: Director of Resource Planning and Communications		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Assist the Resource Planning and Communications staff with research.

Essential Duties/Responsibilities:

1. Participate as a team member on active cases by conducting case-specific research.
2. Gathering information, drawing conclusions, summarizing data regarding Demand Side Management, renewable energy and PHEV projects across the country.

This will include:

- * Research national trends in utility Demand Side Management program cost recovery and incentives. This will include contacting other state consumer advocate offices as well as organizations such as ACEEE.

- * Populate MicroSoft Access database or Excel spreadsheet with the existing and planned utility DSM programs that will include details of program costs, shareholder incentives and lost margins in a format that can be easily parsed out and analyzed.

- * Using publicly available data, research national trends in PHEV projects.

- * Compile comparative data from utilities' latest Integrated Resource Plans.

Job Requirements:

Familiar with current energy issues.

Proficient in MicroSoft Access and Excel

Good verbal and written communication skills.

Supervisory Responsibilities/Direct Reports:

None.

Difficulty of Work:

Can vary from assignment to assignment and requires intellectual curiosity, ability to manage multiple tasks if necessary.

Responsibility:

Following directions, presenting work for review by supervisor.

Personal Work Relationships:

Intern works well with team members within the division as well as in other division or units. Intern may also work with employees of other governmental units, general public, utility employees and their consultants. Intern must perform all duties in a professional and ethical manner.

Physical Effort:

Requires use of computer, library materials and telephone for research.

Working Conditions:

Work usually performed in an office environment.